



**Executive Committee Board Meeting**  
**Tuesday June 11, 2019**

Present

Jim Sugarman  
Col. Jose Thomas-Richards

Phone

Faith Myer  
Barbara Pembamoto  
Barbara Fretwell  
Lesley Vestrich

Staff

Sonja Honkala  
Trish Ernst  
Kim Clawson  
Ligia Hardy

Guest

Mike Dyer

**Welcome and Call to Order** — Jim Sugarman called the meeting to order at 8:35 a.m. and asked if anyone had questions about the Executive Committee minutes.

**Acceptance of Minutes**— Jim Sugarman accepted the following minutes:

- EC Meeting May 14, 2019
- EC Meeting May 28, 2019

**Contract Items – Ligia Hardy**

- 2019-2020 Senior Medicare Patrol Program - \$51,739
- 2019-2020 Respite for Elders Living in Everyday Families program - \$122,000

Ligia gave a brief overview of both contracts explaining what each program is about and how it reflects/helps seniors as well as how the funding is allocated. **MOTION: Motion to approve the Senior Medicare Patrol Program and Respite for Elders Living in Everyday Families Program as presented (Thomas/Fretwell). Motion carried unanimously.**

**Victims of Crime Advocate Program** – Ligia Hardy shared that yesterday Michael Hicks from the Office of the Attorney General visited our agency to do a monitoring of the VOCA program. The visit went very well with just a few best practices to follow along with documentation for improvement. The agency staff was prepared for the onsite visit with very organized documentation.

**SMMLTC Update** – Kim Clawson shared the following updates for the Helpline.

- Desirae Mearns / SHINE had her baby girl and Darlene Forage will be handling all responsibilities while Desirae is on maternity leave.
- DoEA Task Force Meeting – Handling challenges to assist SHINE for the Consumer Medical Supplies Scam.
- DCF – Our agency has 3 aging out clients that need to be handled accordingly.

- DCF Transition – Kim Clawson will be meeting on June 14<sup>th</sup> with DCF to handle the DCF co-located position that will no longer be at the agency. This position will save the agency annually \$24,000.
- Helpline – Stretched thin but not out of compliance. Colonel Jose Thomas-Richards asked if we could record all the areas that are in need and have on file.

**Communications/Events/Charitable Giving/VIP** – Trish Ernst first thanked the board for their support for the Prime Time and shared how thrilled all award recipients were at the breakfast.

- Karaoke Charity Event – June 13<sup>th</sup> from 4:00 – 6:00 at Discovery Villages in Palm Beach Gardens. All proceeds will go towards the Foster Grandparents Program.
- June 15<sup>th</sup> / Elder Abuse Month – Bagels and Brains will be June 18<sup>th</sup> beginning at 8:30 – 10:00 and our Elder Rights Center will be presenting.

**Chair's Report** – Jim Sugarman presented the following:

- Search & Selection Committee – Thanks to Karen Roberts for coordinating the process. We had 30 stake holders involved which included 4 groups. The interviewees were very positive through the process and we did receive 3 thank you's in the mail. We have 3 top contenders:
  1. Tauhric Brown - Michigan
  2. Paul Sexton – Vero Beach
  3. Rob Siedlecki – Stuart

This information is not public as we still need to do all the record checks. Barbara Fretwell asked if funds were paid to those traveling from out of the state and Jim shared there were two and we gave them each \$300. Faith Myer asked how diverse was the group and Jim shared in age, ethnicity and background experience. Jim will send all executives the resumes of all three candidates. Jim did share that Mr. Siedlecki's resume shows short periods of time on his resume but attributes this to having mostly political positions.

- Follow up on meetings with Secretary Prudom – Secretary Prudom is having a meeting on June 18<sup>th</sup> which Mike Dyer will be attending at United Way along with a number of individuals in the community to find ways on how they can help and support our situation. Some of those in attendance will be Jon Van Arnem, Division of Senior Services / Ann Marie Winter, PSA 5 / Liz Lugo, MVSC / John Levinson, Politically active in Delray Beach / Sharon Bock, Clerk & Comptroller, P.B. County and Jeff Johnson, AARP
- Prime Time as a fund raiser – Over the past 28 years that Prime Time has been held the ticket cost has not changed which we would like to make this event into a fund raiser going forward. Bagel & Brains was mentioned and how this monthly event does not have a good turnout which Jim and Lesley Vestrich agreed we need to attract a different market to get a wider appeal.
- Monthly Newsletter – The agency is working on a data base to use for sending out newsletters.
- Other Fund Development – Event, Grants, Direct Mail & Major Gifts – Working with staff to develop other funding possibilities.
- Robert Beck – Jim shared that Mr. Beck will not be charging us our annual fee of \$10,000 which all Florida PSA's pay a portion for his annual legislative lobbying services

- Finance Committee – Jim would like to begin having finance meetings to get updated on all issues. Also, auditors are here and have started the 2018 audit. Mike Dyer is hoping Secretary Prudom will pay for the forensic audit.
- New Board Member recruitment / compliant with Bylaws – As of right now the agency is not compliant with the Bylaws for 15 members as we only have 13. Jim mentioned that a few stakeholders were interested in joining our board. Colonel Jose Thomas-Richards contacted Dr. Abarbanell about some names from the Indian River area and asked Bree Gordon about finding someone in the Okeechobee area.
- End of Year 2018 Unaudited Financials – Jim shared that at the end of 2018 the agency had a \$664,929 deficit but with all the cost savings over the past few months we will be showing an improvement. Nancy Yarnall is working on the Healthy Living Program since Liliana Herrera is no longer with the agency and this program has potential to raise money.

**Old Business - None**

**New Business – None**

#### **Board Comments**

Jim shared that Sonja Honkala will be leaving us as of June 21<sup>st</sup>. We are grateful for her loyalty and dedication over the past 19 ½ years and wish her the best. We would like to bring in a temp to perm position. Colonel Jose Thomas-Richards shared a quote and kind words for Sonja on her leaving.

Technology Issues – The agency has leases for computer/software based on all PSA's getting on board. We are working on decreasing the total. Working with the owner in hopes to move SHINE over to this side of the building which would give us a savings of \$87,000.

Colonel Jose Thomas-Richards asked is Jim would share on the following items Secretary Prudom agreed to help on from the May 28<sup>th</sup> meeting:

- Contact AARP, Jeff Johnson
- Speak with BMO to Help
- Stated assistance with the forensic audit
- Reach out to Sharon Bock

Jim shared that Secretary Prudom did meet with Sharon Bock. We are in a holding pattern with BMO as we are still only paying interest on the line of credit and is frozen at this time. Jim forwarded a list of items to help the agency to Jeff Johnson but not sure if he can help. Hoping to get the Inspector General to cover the fee for the forensic audit. Jim received a call about 3 weeks ago from the Palm Beach Post inquiring about the CEO position. Jim will be out of town beginning June 18<sup>th</sup> to June 25<sup>th</sup>. Barbara Pembamoto thanked Jim and was grateful for all he is doing.

**Quorum – was met**

Meeting adjourned at 9:47 a.m.

  
James Sugarman, Board Chair